

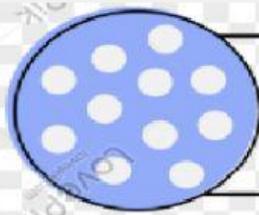


**MEDIA PEMBELAJARAN
BERBASIS LIVE
WORKSHEET
MATERI PERSONAL LETTER**

**MATA PELAJARAN
BAHASA INGGRIS UMUM
KELAS XI SEMESTER 2**

**DISUSUN OLEH:
NAMA: AGUSTIN SUSILOWATI, S. Pd
NIP 19770816 200801 2013**

**SMA NEGERI 11 YOGYAKARTA
2021**



Personal Letter

Kompetensi Dasar

- 4.6.1 menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya.
- 4.6.2 menyusun teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya, lisan dan tulis, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

Tujuan Pembelajaran

1. Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya.
2. Menyusun teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya, lisan dan tulis, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.



DEFINITION

Personal letters are the letters that are written to people we know such as friends, parents, siblings, cousins.

Letters are not only written to inform but to strengthen the bond between two people writing to each other.

Some useful expressions for letter writing

❖ Gratitude

- I'm just writing to thank you for ...
- It was very kind of you to ...
- Thanks very much for ...
- I am very grateful for ...

❖ Giving advice

- Well, I thought about it and if I were you, I would .
- Have you thought about ...
- In your last letter you said you weren't sure what course of action to take, I suggest ...
- I think you shouldn't ...
- In your last letter you asked me about ..., I think ...

❖ Delivering good news

- I'm sure you will be happy to hear that ...
- By the way, did you know that ... ?
- OMG!! You'll never guess what happened!
- I am totally ecstatic to hear about ...
- I was happy beyond limits to read that ...

❖ Delivering bad news

- I'm sorry but I have to tell you that ...
- Bad news, I'm afraid but no way to avoid it, so here it goes ...
- I'm extremely sorry to hear that ...
- It was heart wrenching to read about ...

❖ Asking for help

- I wonder if you could help me.
- I hope it's not too much to ask about...
- I wonder if I could ask you a favor. Could you...?

❖ Apologizing

- I would like to apologize for...
- I'm so sorry that...
- Words are not enough to erase the pain I have given you but I want to say how sorry I am for...

Structure of Personal Letter

1. Sender's address: place where you are writing
2. Date : Jakarta, August 23rd 2014 (sometimes it is omitted)
3. Greeting : usually starts with the word "dear," followed by name of the recipient, and it ends with a comma; Dear Hiroshi,
4. Introduction : this is the opening of a letter. It usually in the form of greeting such as "How are you." Sometimes you may refer to a previous letter. For example, "As you asked in your last letter, I'm going to tell you about ..."
5. Body of the letter : the main part of the letter, includes the message that the writer wants to tell to the recipient.
6. Closure : this is where writer usually says something to end the message. For example, "bye now."
7. Complimentary close : a short expression before signature; it ends with a comma. For example, "Best regards," "Sincerely Yours."
8. Signature : the signature of write

Parts of Personal Letter

18720 Linnet Street
Tarzana, CA 91356
September 8, 2007

1. HEADING
(address and date)

Dear Jasmina,

2. SALUTATION
(Greeting: Dear...)

Hi, how are things going! I just got back from my vacation in Alaska. I had a really great time with my family. First, we flew on Delta Airlines from Los Angeles to Vancouver, Canada. It was so cool! My mom had to get all of us kids passports and stuff like four months in advance because Canada is a whole other country. We spent the night in Vancouver and went to the cruise ship the next day in time for lunch.

3. BODY
(Main Content of Letter)

Man, the cruise ship was humongous and spectacular. Once we got onboard we went straight to our room. It was huge. My mom and dad had their bedroom with an enormous bed. Me and Rick shared a bedroom that had a bunk-bed, a dresser and a mirrored closet. Little André slept on the sofa-bed. The room had a huge porthole window and a ledge where you could sit and look out over the ocean. The bathroom had a shower and a toilet that made a sound like it could suck you down and spit you out into the sea.

Well, I don't want to tell you everything. I'll save the rest for when we see each other face-to-face.

4. CLOSING
(Love, Your friend, etc)

Love,

5. SIGNATURE
(Signature, name)

Leana Young



Types of Personal Letters

- Family Letters
- Love Letters
- Pen Pal Letters
- Personal Business Letters
- fans mail,
- farewell letter
- thank you letter
- congratulation letter, and
- condolence letter.

Language Feature of Personal Letters

Sentences Structure:

- Using various tenses such as present tense when tell about event at present time, past tense to tell about the past event, or future tense to tell the writer's intention. It depends on what the writer talks about.
- Using contracted form; I'm, It's, etc.
- Using pronouns to replace repeated nouns; it, you, them, your, etc.
- Using linking words; and, but, so, because, etc.
- Using active voice
- Slang language can be used

Style:

- Language use may be personal like first and second person pronouns
- Friendly
- Use person's name you are writing to
- Write the letter naturally and in conversational style
- Make your personality feels nice in your writing



Example of Personal Letter

Date
12th January 2014

My Dear Lovely Siti,

35 Senggigi Raya
Lombok
75009 Nusa Tenggara Timur

Address

Salutation

Hello!

Greetings

Introduction

How are you, sweetie? I know you are angry with me because I am writing to you after a long time. I am so sorry, please forgive me. You know we are in Lombok right now. It is so beautiful beyond imagination. I am writing to you from this really cute little café on the Senggigi beach. As you know, mum loves shopping so she went and will be gone for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.

The Content of the letter

You know yesterday we went to Gili Nanggu Island; it is a beach on the southwest of Lombok. The place is awesome. It is so beautiful I couldn't believe my eyes. There are beautiful coral reefs everywhere. We went for snorkeling and we saw most amazing fish ever. I wish you were here; it would have been much more fun.

Mum's making sure we don't miss any sight in the whole city, so we've practically been everywhere.

I got to go, mum is here. I will see you soon.

Closure

Lots of love
XOXO

Closing

Lana

Signature

P.S. I'm bringing you lot of souvenirs and pictures!!

Postscript

Post Reading. Write down things you do not understand about the material!

